



## UNITED STATES MARINE CORPS

MARINE FORCES RESERVE  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY TO  
1700  
MCCS  
29 Dec 2004

### FORCE POLICY LETTER 4-04

From: Deputy Commander, Marine Forces Reserve  
To: Distribution List

Subj: MARINE FORCES RESERVE (MARFORRES) URINALYSIS TESTING POLICY

Ref: (a) DOD Directive 1010.1  
(b) SECNAVINST 5300.28C  
(c) MCO P1700.24B

1. Purpose. To establish MARFORRES urinalysis testing policy. This policy does not replace existing urinalysis testing programs contained in the references.

#### 2. General

a. Substance abuse is contrary to the Marine Corps mission and will not be tolerated. Marines and Sailors serving with MARFORRES will not possess, use, traffic, or distribute illegal drugs or drug paraphernalia.

b. Through difficult due to current operational requirements and MARFORRES structure, all MARFORRES units, including deployed units, shall have an aggressive compulsory urinalysis testing program (at least 10% of the units on-hand strength on a monthly basis and 100% annually). This is to deter MARFORRES personnel from using illegal drugs and other illicit substances.

c. MARFORRES personnel who refuse to submit a urine specimen may be charged with violation of Article 92 of the Uniform Code of Military Justice (UCMJ). Any MARFORRES personnel confirmed as using an illegal substance and following any legal proceedings will be processed for separation.

#### 3. Responsibilities

a. MARFORRES Marine Corps Community Services (MCCS) shall:

(1) Be responsible for the overall management of the MARFORRES-wide Substance Abuse Program.

(2) Designate a MARFORRES Substance Abuse Control Officer (SACO) to provide oversight and guidance to subordinate command SACOs.

(3) Ensure that all MARFORRES unit's SACOs understand the process to order urinalysis testing supplies.

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(4) Coordinate and fund SACO training requirements for MARFORRES SACOs.

(5) Respond to all SACO requirements from higher headquarters.

b. Chief of Staff, Major Subordinate Commands (MSCs) shall:

(1) Ensure their respective MSC establishes an aggressive compulsory urinalysis testing program for their subordinate units and supervise the program through their respective Commanding General's Inspection programs.

(2) Appoint a staff noncommissioned officer or above within each MSC G-3 as their respective MSC SACO. MSC SACOs will be the conduit of information between the MARFORRES SACO and the Unit SACO.

(3) As the MARFORRES Headquarters Battalion Commanding Officer is responsible for the New Orleans site urinalysis testing program ensure MSC HQ personnel are made available to MARFORRES Headquarters Battalion when required.

c. Commanding Officers shall:

(1) Establish an aggressive compulsory urinalysis testing program.

(2) Appoint a sergeant, staff noncommissioned officer, or commissioned officer, in writing, as the unit's Primary SACO and Alternate SACO.

(3) Ensure the units' SACOs are trained in accordance with the references.

(4) Ensure the unit is testing at least 10% of the on-hand strength on a monthly basis, and 100% annually (Active Duty and Reserve).

(5) Ensure substance abuse prevention and education training is included in the unit's training plan.

(6) Ensure the appointed Primary SACO has at least one year left on station

d. Unit SACOs shall:

(1) Ensure the unit's urinalysis testing program is in compliance with the references.

(2) Coordinate all SACO training requirements with their respective MSC SACO.

(3) Coordinate all requirements for urinalysis testing materials and supplies with MARFORRES SACO.

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(4) Provide urinalysis testing reports to their respective MSC SACOs at the end of each quarter.

  
J. J. KINNERUP

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